



HAMILTON COUNTY CONSOLIDATED APPLICATION FOR:  
**REVIEW OF ZONE CHANGE AND PLANNED UNIT DEVELOPMENT**

Developed jointly by the following reviewing agencies to expedite the application process and will be electronically transmitted to each agency to assure that all reviewers are seeing the same information in a timely manner

Hamilton County Planning + Development Department  
Hamilton County General Health District  
Hamilton County Engineer  
Hamilton County Soil and Water Conservation District  
Metropolitan Sewer District of Greater Cincinnati  
Greater Cincinnati Water Works

◆ **Submit this completed application form to:** ◆

**Hamilton County Planning + Development Department**  
**% Bryan Snyder, AICP, Zoning Administrator**  
**138 E Court Street, Room 801**  
**Cincinnati, OH 45202-6202**  
**(513)946-4464**  
**[bryan.snyder@hamilton-co.org](mailto:bryan.snyder@hamilton-co.org)**

**CONTACTS FOR THE ZONE CHANGE AND PLANNED UNIT DEVELOPMENT REVIEW AND APPROVAL PROCESS**

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Cincinnati, OH 45204  
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Mr. Mohammad Islam, P.E., Civil Project Engineer  
[Hamilton County Planning + Development](#)  
Storm Water Drainage System Division  
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Cincinnati, OH 45246  
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Mr. Greg Smorey, CFM  
[Hamilton County Planning + Development](#)  
Special Flood Hazard Area Division  
138 E Court Street – Room 801  
Cincinnati, Ohio 45202  
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[greg.smorey@hamilton-co.org](mailto:greg.smorey@hamilton-co.org)

Mr. Wes Bowles, GIS Manager  
[Hamilton County Planning + Development](#)  
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513-946-4759  
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HAMILTON COUNTY CONSOLIDATED APPLICATION FOR:  
**REVIEW OF ZONE CHANGE AND PLANNED UNIT DEVELOPMENT**

<b>APPLICANT:</b> <input type="checkbox"/> Direct all correspondence to Applicant Name: _____ Firm: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ FAX: _____	<b>PROPOSED UTILITIES: (Check all that apply)</b> Sewer: <input type="checkbox"/> Public <input type="checkbox"/> Private Water: <input type="checkbox"/> Public with water main extension in <input type="checkbox"/> R/W <input type="checkbox"/> Easement Indicate: size: _____ Ft and Length: _____ Ft Indicate: size: _____ Ft and Length: _____ Ft Water: <input type="checkbox"/> Private water service branch How many? _____ Water: <input type="checkbox"/> Private water system (wells, cisterns)	DATE RECEIVED															
<b>DEVELOPER:</b> <input type="checkbox"/> Direct all correspondence to Developer Name: _____ Firm: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ FAX: _____	<b>WATER USE INFORMATION (Check all that apply)</b> Daily Peak Domestic Water Needs: _____ gpm at _____ psi Needed Fire Flows at Street: _____ gpm at 20 psi per local fire authority Any sprinkling systems (including LAS or 13R) to be installed? <input type="checkbox"/> YES <input type="checkbox"/> NO Are any lawn or irrigation systems to be installed? <input type="checkbox"/> YES <input type="checkbox"/> NO Any existing service branches to the property? <input type="checkbox"/> YES <input type="checkbox"/> NO How many? _____		FEE														
<b>ENGINEER:</b> <input type="checkbox"/> Direct all correspondence to Engineer Name: _____ Firm: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ FAX: _____	<b>REVIEW SCHEDULE (To be completed by RPC Staff)</b> Pre-Application Meeting Date: _____ Revision Deadline: _____ Staff Review Date: _____ Application Fee Received: _____ Submission Deadline: _____ Completed Application Date: _____ Staff Review Conference Date: _____	CK#															
<b>PERSON TO BE BILLED FOR STORM DRAINAGE SYSTEM (SDS) REVIEW / INSPECTION FEES:</b> Signature: _____ Name: _____ Firm: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ FAX: _____	<b>PERSON TO BE BILLED FOR SOIL AND WATER REVIEW / INSPECTION FEES:</b> Signature: _____ Name: _____ Firm: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ FAX: _____	TOWNSHIP															
<b>HOUSEHOLD SEWAGE TREATMENT SYSTEM DESIGNER/QUALIFIED SOILS VALUATOR:</b> Name: _____ Firm: _____ Address: _____ City: _____ State: _____ ZIP: _____ Phone: _____ FAX: _____	<b>INDICATE EXISTING (<input checked="" type="checkbox"/>E) and Proposed (<input checked="" type="checkbox"/>P) TYPE OF LAND USE</b> <input type="checkbox"/> E <input type="checkbox"/> P Vacant <input type="checkbox"/> E <input type="checkbox"/> P Single Family residences: # of Single Family units: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Condominiums <input type="checkbox"/> E <input type="checkbox"/> P Landominiums: # of units: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Apartments: # of 1-Bedroom units: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Apartments: # of 2-Bedroom units: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Apartments: # of units 3-Bedrooms or larger: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Light Business/Commercial <input type="checkbox"/> E <input type="checkbox"/> P Storage <input type="checkbox"/> E <input type="checkbox"/> P Heavy Business/Commercial <input type="checkbox"/> E <input type="checkbox"/> P Light Industrial <input type="checkbox"/> E <input type="checkbox"/> P Educational <input type="checkbox"/> E <input type="checkbox"/> P Factory/Industrial <input type="checkbox"/> E <input type="checkbox"/> P Institutional/Medical <input type="checkbox"/> E <input type="checkbox"/> P High Hazard <input type="checkbox"/> E <input type="checkbox"/> P Assembly <input type="checkbox"/> E <input type="checkbox"/> P Government <input type="checkbox"/> E <input type="checkbox"/> P Shopping Center: <input type="checkbox"/> E <input type="checkbox"/> P Office building: Sq ft: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Retail other than restaurant: Sq ft: E: _____ P: _____ Describe Activities: E: _____ Describe Activities: P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Restaurant & Food service # of restaurant seats: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Elementary School <input type="checkbox"/> E <input type="checkbox"/> P Middle School <input type="checkbox"/> E <input type="checkbox"/> P High School or above # of Students: E: _____ P: _____ # of staff: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Medical Building: # of Doctors: E: _____ P: _____ Patients/Day: E: _____ P: _____ <input type="checkbox"/> E <input type="checkbox"/> P Other (Describe): _____ <input type="checkbox"/> E <input type="checkbox"/> P Other (Describe): _____ Total # of Employees to be working at this Location: E: _____ P: _____	APD#															
<b>IMPERVIOUS SURFACE RATIO (For all non-single-family developments)</b> Building Footprint: _____ Sq. Ft. The undersigned certifies that the adjacent calculations submitted for the Impervious Surface Ratio are accurate and complete. Parking & Drive Areas: _____ Sq. Ft. Access Easements: _____ Sq. Ft. Walkways: _____ Sq. Ft. Other: _____ Sq. Ft. Signature _____ TOTAL IMPERVIOUS SURFACES: _____ Sq. Ft. Lot Area: _____ Sq. Ft. Date _____ <b>IMPERVIOUS SURFACE RATIO:</b> _____ % (Total Impervious Surfaces/Lot area)	<b>NON-BUILDING EARTHMOVEMENT DATA</b> Max Depth of Excavation: _____ FT. Max depth of fill: _____ FT. Cubic Yards of Excavation: _____ C.Y. Cubic Yards of Fill: _____ C.Y. Max Slope of Work Area: Existing: _____ : Finished: _____ : <b>REQUESTED ZONE CHANGE:</b> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 33%;">From</th><th style="width: 33%;">To</th><th style="width: 33%;">Acres</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td colspan="3" style="text-align: right;">Total Site Area:</td></tr></tbody></table>	From	To	Acres										Total Site Area:			CASE NAME
From	To	Acres															
Total Site Area:																	

[illegible]

COMMENTS	

<b>CERTIFICATION</b>			
<p>THE UNDERSIGNED OWNER OF THE SUBJECT PROPERTY (OR AGENT OF THE OWNER) HEREBY CERTIFIES THAT THE INFORMATION AND STATEMENTS GIVEN ON THIS APPLICATION, DRAWINGS, SPECIFICATIONS AND OTHER ATTACHMENTS ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE BASED UPON THE APPLICATION COMPLETENESS CHECKLIST (Following Page)</p> <p>THE UNDERSIGNED ALSO ACKNOWLEDGES THAT ACTION TAKEN ON THIS APPLICATION DOES NOT CONSTITUTE APPROVAL FOR THE SIZING, METERING AND/OR CROSS CONNECTION CONTROL OR FOR OTHER REQUIREMENTS OF THE GCWW RULES AND REGULATIONS. OWNER IS REMINDED TO MAKE APPLICATION FOR WATER SERVICE OR WATER MAIN EXTENSION AT THE GCWW ENGINEERING FRONT COUNTER AT THE GCWW ADDRESS LISTED. GCWW CURRENT STANDARDS AND REGULATIONS WILL APPLY.</p>			
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Signature of Applicant	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Title	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Company name	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Date

## ZONE TEXT & MAP AMENDMENT / PUD APPLICATION COMPLETENESS CHECKLIST

- ☐ 1. **Metes and Bounds Description** - Submit in DUPLICATE on a single 8" x 11" paper the following information:
- ☐ a. A metes and bounds description of the subject site;
- ☐ b. The amount of area contained within the site, and
- ☐ c. A statement, signed by a registered surveyor, certifying that the description of the property proposed to be developed is a complete, proper and legal description thereof.
- ☐ 2. **Application Letter** – completely describing the proposed rezoning of the premises. The following information shall be included:
- ☐ a. size of the area involved;
- ☐ b. description of proposed use (for land and buildings);
- ☐ c. character of development (architectural treatment, density, intensity);
- ☐ d. description of surrounding land uses;
- ☐ e. the specific changes in the character and conditions of the area which have occurred to make the property no longer suitable or appropriate for the existing zoning classification or to make the property appropriate for the proposed use.
- ☐ f. the effect on; (1) community objectives and plans, (2) character of immediate vicinity, (3) adjacent property, and (4) public facilities and services;
- ☐ g. other information that the applicant feels is pertinent and would be helpful to the Regional Planning Commission, Rural Zoning Commission or Board of County Commissioners in their review.
- Note: Item #3 Zoning Plat NOT required for PUD Applications.**
- ☐ 3. **Zoning Plat** - Submit five (5) copies of the zoning plat at a scale of one hundred (100) feet to inch or larger containing the following information:
- ☐ a. all existing property lines and parcel numbers for each parcel within subject site and within three hundred (300) feet of exterior boundary of the subject tract, and the last name of the owners within two hundred (200) feet as per attached sample plat;
- ☐ b. metes and bounds and dimensions of subject property and area contained therein (in acres);
- ☐ c. existing zone district boundaries (shown in dashed lines with heavier line weight than property lines) and zone designations (for site and adjacent areas);
- ☐ d. title, scale and north arrow (north shall be to top of zoning plat);
- ☐ e. area of proposed rezoning indicated by crosshatching or shading;
- ☐ f. street names and right-of-way lines with line weight heavier than property lines;
- ☐ g. distance from subject property to nearest street intersection and/or section corner;
- ☐ h. proposed zone district lines shall extend to the centerline of all dedicated streets; and
- ☐ i. surveyor's stamp.
- ☐ 4. **Proposed Development Plan\Existing Conditions Site Plan** - A proposed development plan is required and a separate existing features plan is preferred. However, the existing conditions can be included on the proposed development plan if delineated with lighter line weights, screening or use of other techniques to differentiate existing from proposed features. An architect's engineer's or surveyor's stamp is permitted for the development plan submission. However, only a surveyor's stamp is accepted for the submission of the zoning compliance plan and for acquiring a zoning certificate.
- ☐ 5. **Proposed Features:** Submit five (5) copies of the plan (a single drawing) at a scale of fifty (50) feet to the inch or larger (unless otherwise approved by the Director) showing the items listed below:
- ☐ a. name of project, date, scale, north arrow (with north to top of plan), map title, total number of sheets and sheet number;
- ☐ b. name and title of applicant, present owner(s) and person preparing map;
- ☐ c. vicinity map that identifies the site with references to surrounding areas and to existing street locations;
- ☐ d. zone (gross) area of entire site; site (net) area excluding right-of-way;
- ☐ e. summary table with the following information:
- ☐ ☐ proposed use of all facilities
- ☐ ☐ floor area including basements (if nonresidential)
- ☐ ☐ number of dwelling units (if residential)
- ☐ ☐ parking spaces required by Zoning Res.; parking spaces provided
- ☐ ☐ seating capacity (where appropriate)
- ☐ ☐ density of residential uses (divide number of dwelling units by net site area – excluding right-of-way and access easements)
- ☐ ☐ Impervious Surface Ratio (I.S.R.) (see page 2 of 4)
- ☐ f. perimeter boundary of subject site (excluding proposed right-of-way);
- ☐ g. metes and bounds and dimensions of requested zone change area;
- ☐ h. the general location and use of all proposed structures on the subject site including buildings, recreation facilities, parking facilities, trash stations, dumpster, fences, sewage treatment plant, walls, sidewalks, curbs, heating/a.c. and exhaust equipment, etc.;
- ☐ i. location and dimensions of future building additions and phases of implementation if contemplated;
- ☐ j. location and dimensions of proposed off-street parking area layout (indicate spaces per bay). Show individual parking spaces, loading areas, aisles, traffic patterns, driveways for ingress and egress, and type of pavement;
- ☐ k. specify front, side and rear yard setbacks of structures and parking areas (indicate if at variance with the Zoning Resolution);
- ☐ l. generalized location of anticipated earthwork distinguishing cut from fill;
- ☐ m. location and dimensions of proposed streetscape buffer, boundary buffer and interior parking lot landscaping (see Parking/Landscaping calculation Sheet at <http://www.hamiltoncountyohio.gov/hcrpc/zoning/forms/>);
- ☐ n. construction limits (area to remain undisturbed); location of existing trees or tree masses that will remain and their appropriate diameter (if over 6 inches) or form of canopies;
- ☐ o. location, dimensions, and number (including heights and sq. ft.) of all signs; location and general type of exterior lighting (including height, cut-off angle)
- Note: Contact the County Engineer, Permit Section for items p, q, r & s**
- ☐ p. location, width, and type of pavement for proposed streets, length of cul-de-sacs, and location of all access points adequately described to enable field location (i.e. exact distance from centerline of nearest street intersection or other fixed feature in closer proximity);
- ☐ q. location and details of proposed traffic improvements such as acceleration and deceleration lanes, channelization, etc.;
- ☐ r. location and dimensions of right-of-way, easements and all lands to be dedicated to the county or reserved for specific uses;
- ☐ s. typical sections of all right-of-way;
- Note: Contact the Public Works Department for item t**
- ☐ t. location of proposed retention and detention basins and storm water management concept
- ☐ 6. **Existing Features:** Submit five (5) copies of the plan at a scale of fifty (50) feet to the inch or larger (unless approved by the Director) showing items listed below. Each of the required features listed below must be shown for a minimum distance of two hundred (200) feet beyond the entire development tract (zone change area).
- ☐ a. existing property lines, right-of-way and utility easements for the entire tract and each parcel involved;
- ☐ b. location of existing zone boundaries and up to two hundred (200) feet outside subject site;
- ☐ c. existing contour lines (dashed) at ten (10) feet intervals or less on site and including two hundred (200) feet beyond (use two (2) foot intervals where necessary to determine storm drainage). Indicate sources and date of data;
- ☐ d. existing steep slope areas of 20% (5:1); (steep slopes of 20% and greater include all areas where the horizontal distance between 10-foot contour intervals is equal to or less than fifty (50) feet);
- ☐ e. location of landslide prone soils and bedrock (indicate source);
- ☐ f. existing mature trees or tree mass (all trees over 6" diameter);
- ☐ g. location of watercourses and areas subject to 50 year flood and 100 year flood (indicate source);
- ☐ h. the use and approximate location of existing structures, pavements, sanitary and storm sewers, sidewalks and curbs, and other physical and natural features (indicate structures to be demolished in dashed lines).
- ☐ 7. **Preliminary Grading Plan** - The applicant is required to submit five (5) copies of a preliminary grading plan identifying proposed contour lines at 2-ft intervals. The contour lines shall be extended to the adjacent property lines and/or right-of-way
- ☐ 8. **Plan-Color/Presentation Copy** - The applicant is required to submit a colored proposed development plan one week prior to the Regional Planning Commission meeting. The colored proposed development plan shall not be mounted and cannot be smaller than 24"x 36". This proposed development plan will be kept as part of the official file.
- ☐ 9. **Plan Reduction** - Submit five (5) copies of the plan reduced to 8 1/2" x 11". The reduction need not include any area outside the property lines of the subject site
- ☐ 10. **Architectural Graphics** (upon request) including the following:
- ☐ a. Elevation ☐ b. Cross-section ☐ c. Typical floor plans